In this exercise, you will **work independently** to enter data into a spreadsheet, and perform simple calculations. You will use the functions, operations, and formulae listed below and also copy formulae.

|  |  |  |  |
| --- | --- | --- | --- |
| * Addition | * Multiplication | * Average | * Maximum |
| * Division | * Subtraction | * Sum | * Minimum |

**Directions:**

1. Download the spreadsheet titled **IP Use Basic Functions** from the wiki.
2. Insert a header that includes your name on the left (last, first), the date in the middle, and the name of this activity on the right.
3. In Cell B(, enter a formula to **add** the quantities of each item.
4. In Cell A10, type and indent **Discount** in bold.
5. In Cell F10, enter a formula that will calculate a 10% discount (**multiply** the Total by 0.10)
6. Enter and ind.ent **Tax** in Cell A11 in bold font.
7. In Cell F11, calculate the tax by entering a formula to **multiply** the Total by 7% (0.07).
8. In Cell A12, type and indent **Total Cost** in bold.
9. In Cell F12, enter a formula to **add** the Total amount and the Tax.
10. In Cell A13, key **Total Due** in bold.
11. In Cell F13, enter a formula to **subtract** the Discount from the Total Cost.
12. Add a single line border around cell range A13:F13.
13. In Cell A14 key and indent **Highest** in bold.
14. In Cell E14, enter a formula to calculate the highest priced item.
15. In Cell A15, key **Lowest** in bold.
16. In Cell E15, enter a formula to calculate the lowest priced item.
17. Format ONLY cells F8 and F13 as currency, and the rest of the cells in Column F as regular numbers, but with 2 decimal places.
18. Add the heading **Percent of Total** in Cel G3 and format so that it is wrapped and looks consistent with the other column headings.
19. Readjust the title in Row 1 to center across all columns.
20. Enter a formula in Cell G4 that will calculate the Percent of Total Sales (Amount divided by Total) and format the data as percent. Hint: You should use an **absolute reference** for Cell F8.
21. Check the accuracy of the formula you wrote in step 20 by using a function to write a formula in Cell G8 that will add up the percentages in column G. If the result is not 100%, you have made a mistake. Fix it! ☺
22. Save your work as IP2Name (replace “Name” with your name) and email it to me. My email is elizabeth\_cousar@sd34.bc.ca. Use the subject line Signpost IP2.